

MOBILE HOME INSTALLATION INSPECTIONS CHECKLIST (NEW or USED)

As of January 1, 2016 Jones County Inspections requires a Plan Review for permitting of all Mobile/Manufactured Homes and adjoining structures. Please use the following as a checklist to ensure that all paperwork is submitted for a plan review in order for us to provide your project with timely processing of required administrative duties per the NC State Building Codes.

1. Original (or verified copy) of Septic Construction Authorization (Perc Test Approval), or an approval of use for an existing Septic System issued by the Jones County Environmental Health Specialist (if your project will be located within an unincorporated area of the county), or a letter from the Town of your project stating that your home will be added to the Town's water/sewer system (for projects located within Town Limits of Trenton or Pollocksville) (Maysville projects will need to be directed to the Maysville Town Hall).
2. If your project will be located within the Town limits of Trenton, or Pollocksville, you will need to provide a letter from the Town stating that this project complies with the Town's Zoning standards, before a permit for construction can be issued.
3. A Certified Plot-Plan, or Survey of the Property signed and sealed by a Licensed NC Surveyor
***If your project is located on a parcel within the FEMA Designated Flood Hazard Zone, or there is a flood zone designation located anywhere on the same parcel (this does not apply to parcels affected by the designation of Zone "Shaded X" only). If your parcel **is not** affected by any designated Flood Zones, you may skip this step.
4. A certified and sealed FEMA Elevation Certificate if your home will be located within the Special Flood Hazard Area. This will also require that your home have a detailed attachment for the foundation plan, prepared by an Engineer (PE) Licensed in North Carolina (must be signed and sealed).
5. A completely filled-out copy of the applications for Building (Mobile/Manufactured Home Version) Application, Electrical Permit Application, Plumbing Permit Application, and Mechanical (Heating and A/C) Applications. *All of these permits will be required to be issued prior to issuance of Electrical or Occupancy Status.

Continued on next page.

6. A completely filled-out copy of the “Mobile Home Information Sheet” or “Modular Home Information Sheet”, that most accurately complies with your project. Since most manufacturers will include several different models in the series with their setup manual, **please legibly mark both the Table and Page numbers beside your answers on the sheet for faster processing of your Plan Review and Permitting.** Failure to do so may result in a denial or significant delay of the plan review process. Also, a copy of the home’s footing/foundation diagram showing the spacing width and placement of all piers and anchor/tie down should be submitted along with the Information sheet. If this is a new home, the Setup Manual for the Home will need to be used to fill out the information sheet, and also submitted to Inspections in addition to the applications and information sheet.

* If this is not a new home, the NC State Manufactured Housing Code will need to be used to fill in the information sheet, and will be used as reference for permitting approval for Single, Double and Triple Wide Homes. Modular Homes will be compared to the NC State Residential Building Code (Current Edition). **Please remember that Jones County is a Wind Zone II (120 mph wind zone) Coastal County.**

7. If a Deck larger than 12’ (length or width) or any sized covered porch is proposed to be built with the home, please submit plans/drawings with a separate building permit application for this project. **Please remember that Jones County is a Wind Zone II (120 mph wind zone) Coastal County.**

**** Please Note****

A. If a Covered Porch or “addition” is proposed to be built and “tied in” to the existing manufactured structure, this will trigger the need for an Engineered Drawing prepared by a NC Licensed P.E. to be submitted. If the porch or addition is “Free Standing” then a standard drawing by the contractor or homeowner can be used for plan review and permitting purposes. All drawings will need to be legible, and show details for construction from the bottom of the footing, and upwards to the top of the structure, including lumber sizes and type, as well as hardware to be installed, such as Simpson Strong ties, along with any rebar, bolts, nail placement and sizes.

B. In existing homes, if an addition of a bedroom is planned, or if construction is proposed within 150’ of an existing septic system, this will need to be permitted by Jones County Environmental Health Division, located within the Jones County, NC Inspections Office.